



Supplemental Packet for:

Development Plan Review

Includes:

Complete Building, Site, Landscape
Building Addition
Exterior Building Modification
Exterior Building Color Modification
Landscape, Site, & Lighting Modification
Signs & Sign Package

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DESCRIPTION OF ITEMS

The items identified on the Planning Application form appear below, in alphabetical order, with a more detailed description. NOTE: Font size for all notes on 8 ½ " x 11" reductions must be at least 6 point. Drawings shall bear the mark of the registrant responsible for the documents. Drawings shall be un-bound and un-mounted. Please consult with the Planning Staff at 350-8331 if you have any questions.

Building Elevations: black and white: Elevations include black and white line drawings of all four sides of all building(s) proposed, showing the grade, major dimensions, exterior materials and architectural character.

Building Elevations, colored: Elevation drawings shall indicate shade and shadow, and landscaping within 25 foot of the building. Color elevations may be in the form of a 24" x 36" electronic media, black-line print colored with pencil, magic marker or similar media.

Building Sections: A blackline plan, drawn to scale and fully dimensioned showing the spaces, walls, floor, slab, roofs, partitions, doors and windows, building structural elements, vertical circulation, other major elements of building design, floor to floor dimensions, and mechanical equipment, in relationship to parapet.

Floor Plans: Schematic drawings of each floor of each building in a blackline format with all dimensions shown.

General Plan Maps: A black and white graphic illustrating the existing zoning and the existing and proposed land use and density designations for the subject property (identified) and surrounding properties.

Graphics/Photographs: A series of context graphics, plans or photographs that show the relationship of the subject site (identified) to surrounding properties.

Landscape Plan: A blackline plan showing the trees, ground covers and vines by size, quantity, names and general location, include a separate plant legend. Indicate conceptual locations of site lighting.

Letter of Explanation: A letter from the applicant to the appropriate Board/Commission explaining the project and its intent. The Letter of Explanation varies in content with each request (See specific requirements of letter within the attachments pertaining to your request). All letters must be signed by the applicant or representative.

Material Sample Board: 8.5" x 14" x 1" maximum dimension. Provide samples of exterior building materials and paint samples ("keyed" to the building elevations). Display samples on a foam core board / base. Include information about the project name, address, architect/designer, material, manufacturer, name of material, Light Reflectance Value (LRV) for paints.

DESCRIPTION OF ITEMS (continued)

Neighborhood Meeting Requirement: Applicants are responsible for organizing a neighborhood meeting when the property is located within 300' of a residential use, for requests that include variances, development plans when a public hearing is required, planned area development overlays, zoning map amendments, and general plan map amendments. **NOTE: A neighborhood meeting is required prior to processing your request.** Review the requirements found in the Zoning and Development, Sec. 6-402. Evidence shall be provided to staff verifying that the neighborhood meeting requirements were met. This includes a copy of the dated letter sent, and visual evidence of the meeting sign with posting date.

Ownership List/Mailing Labels: Includes **typed or printed adhesive labels** containing names and mailing addresses of property owners within a radius of 300 feet from the subject boundaries; and the names and mailing addresses of all tenants within the boundary of the parcel(s); Names and mailing addresses of all registered Neighborhood Associations and Home Owner Associations within the vicinity (contact Planning Division for a listing 480-350-8331). Correct Zip Codes must be shown for each address. Also submit a copy of the Mailing Labels sheet(s) for the file record.

Ownership Map: A map drawn to scale, at least 8.5" x 11", showing all parcels in the vicinity adjacent to and surrounding the property, within a radius of 300' from the property boundaries.

NOTE: The Applicant must submit a signed Affidavit of Public Hearing Notification for Property Ownership List and Map (located in attachments) in addition to the Ownership Map.

Preliminary Grading & Drainage: A blackline plan, fully dimensioned showing the location of retention areas, slope and depth, cross sections, flow patterns, and top of curb.

Project Submittal Form: The required project and applicant information on this form must be completed, signed by the applicant, and submitted with all other required items listed on the Planning Application / Checklist.

Property Owner Information / Authorization: A letter verifying the current property owner(s) at the proposed location. If the Property Owner is not the applicant identified on the Project Submittal Form, the Property Owner(s) must include a statement authorizing the applicant to file the specific request. The letter should include:

Property Owner Information

- Name
- Address and/or parcel number of the proposed property
- Current mailing address including City, State, and Zip Code
- Phone
- Fax
- Email address

DESCRIPTION OF ITEMS (continued)

Sign Drawings: Sign drawings with the following items must be submitted.

- Two copies (one in color)
- One 8 ½" x 11" matte finish PMT (or original laser print) with 6 point font. NOTE: All documents shall have black continuous lines on a white background which provide a crisp clean image when copied.
- Drawings must be to scale and indicate the following for each sign proposed:
 - Exact lettering styles to be used
 - All sign copy
 - True sign colors
 - Method of illumination
 - Number of sign faces
 - How sign will be mounted
 - Height of sign
 - Dimensions of sign
 - Sign area
 - Sign materials
 - Accurate building elevation showing where sign(s) will be located on the building.

Site Plan: A blackline plan with site data (see Site Data Required on Page 5), showing the proposed configuration for buildings, parking, walkways and landscaped areas on the property. Other site plan information may be required for the following application types:

- **Planned Area Development Overlay:** The site plan requires a comparison chart of the modified standards from the previous standards. Larger PAD sites may require additional sheets in order to provide all information in a legible format for final reductions (8½" x 14" photo reduced positive). In addition, a PAD cover sheet with specific details of the site (see example) is required and placed before the site plan drawings.
- **Signs:** If applying for a sign variance or sign Development Plan Review, the site plan must also show where the sign(s) are located on the property.
- **Use Permit:** 24" x 36" site plans are not required when submitting for a Use Permit. However, the 24" x 36" site plan may be required subject to staff's review of the remaining required items. If required, staff will contact the applicant requesting this item.

Subdivision/Condo Plat: A blackline plan in engineered format, showing all property lines to be created. Refer to Tempe Subdivision Ordinance 99.21 for details & contact Engineering Department, Land Services Division at 350-8200.

SITE DATA REQUIRED

- A. Submitted by (name, address, phone).
- B. Project Name.
- C. Site Address.
- D. Scale, North arrow. (up or right)
- E. Location Map, oriented the same direction. (north up or right)
- F. Property lines/lease lines/phase lines.
 - 1. Fully dimensioned
 - 2. Street R.O.W./alleys/easements
 - 3. Setbacks
- G. Legal Description.
- H. General Plan Projected Land Use and Projected Density.
- I. Zoning (existing and proposed).
- J. Parcel Size (net & gross)
- K. Building area, % of lot coverage, height of bldg., number of stories.
- L. Type of construction per Building Code.
- M. Whether proposed building will be equipped with an automatic fire extinguishing system.
- N. Proposed uses.
- O. Number and type of residential units, if applicable.
- P. Density, if applicable.
- Q. Parking required and provided, (tabulate per use/area excluding thickness of exterior walls)
- R. Landscaping on-site, required and provided by % of site. (also indicate landscaping proposed in right-of-way)
- S. List all use permits, variances requested, or for PAD Overlay Districts, provide a comparison chart of the proposed development standards with the code standards. (see "Letter of Explanation")
- T. Closest fire hydrant.
- U. All existing and proposed refuse enclosures.
- V. All streets, medians and driveways (both sides of street) within 125' of property.

PROCEDURE AFTER SUBMITTAL

Preliminary Discussion: Preliminary Site Plan Review is intended to acquaint the prospective applicant with the requirements of the Zoning and Development Code ("ZDC"), General Plan, and other relevant city policies and regulations. Applications may be requested by the applicant for any matter, but the Preliminary Site Plan Review is required for annexations, general plan amendments, PAD overlays, zoning map changes, and subdivisions prior to formal application. .

Scheduling on Agenda: Applications will be scheduled for a regular meeting with the appropriate decision-making body only when all required materials have been received.

Staff Report: A staff report on each project will be available on **the Friday** preceding the regular meeting. This will be mailed, along with a copy of the Agenda, to both the "owner" and "applicant" as listed on the Project Submittal Form and Property Owner Information/Authorization letter, unless staff is requested to hold for pickup in person.

Officer/Board/Commission Meeting: All meetings are held at the Tempe Municipal Building in the City Council Chambers at 31 E. Fifth Street, unless otherwise noted. The Officer / Board / Commission may approve, deny or continue any case with modifications, according to the procedures set forth in the Zoning and Development Code. Check the Submittal Deadlines and Hearing Dates schedule for dates and time of meetings. **The applicant MUST attend or be represented in person, even if the request is proposed for the consent agenda by both staff and decision-making body.**

Action Letter: A letter describing the decision-making bodies action will be sent to both "owner" and "applicant" after the meeting.

Appeal: If the decision-making body denies the request, the applicant may file a formal appeal or that action is final. To do so, a written appeal should be submitted to the Development Services Department or City Clerk by 5:00 pm, with a copy and appropriate fee made payable to the "City of Tempe", within fourteen (14) calendar days of the action.

City Council Hearing(s): If your request includes a General Plan Amendment, Zoning Map Amendment, Planned Area Development Overlay, or Historic Overlay District, your request will be forwarded to City Council. Most cases will hold an "introduction and first hearing" at Council. This is a legal formality which sets the 2nd Public Hearing (action) date at least 2 weeks later. (The applicant need not attend the introduction, but will receive a staff report in the mail.) Some cases will not require a public hearing (only a hearing), and thus do not need introduction. **The applicant MUST attend the (public) hearing or be represented in person, even if the request is proposed for the consent agenda by both staff and Council.**

Note: Public information sheets on various special aspects of the above process, in addition to copies of the Zoning and Development Code and Subdivision Ordinances and the Tempe General Plan are available at the Development Services Department.

LETTER OF EXPLANATION

DEVELOPMENT PLAN REVIEW

The letter, signed by the applicant or representative, must provide a brief statement, on 8½" x 11" sheet of paper, identifying the project goals and objectives, primary design criteria, and design concepts.

The letter shall also explain how the development plan will conform to the following standards and criteria, as applicable:

1. The placement of *buildings* reinforces and provides variety in the *street* wall, maximizes natural surveillance and visibility of pedestrian areas (*building* entrances, pathways, *parking* areas, etc.), enhances the character of the surrounding area, facilitates pedestrian access and circulation and mitigates heat gain and retention through:
 - a. Shade for energy conservation and comfort as an integral part of the design;
 - b. Materials shall be of superior quality and compatible with the surroundings;
 - c. *Buildings* and *landscape* elements have proper scale with the site and surroundings;
 - d. Large *building* masses are divided into smaller components that create a human-scale as viewed from the sidewalk;
 - e. *Buildings* have a clear base and top, as identified by ground floor elements, *roof* forms, and detailing;
 - f. *Building* facades have architectural detail and contain windows at the ground level to create visual interest and to increase security of adjacent outdoor spaces by maximizing natural surveillance and visibility;
 - g. Special treatment of doors, windows, doorways and walkways (proportionality, scale, materials, rhythm, etc.) contributes to attractive public spaces;
 - h. On-site utilities are placed underground;
 - i. Clear and well lighted walkways connect *building* entrances to one another and to adjacent sidewalks;
 - j. *Accessibility* is provided in conformance with the Americans With Disabilities Act (ADA);

LETTER OF EXPLANATION (continued)

- k. Plans take into account pleasant and convenient access to multi-modal transportation options, and support the potential for transit patronage;
 - l. Vehicular circulation is designed to minimize conflicts with pedestrian access and circulation, and with surrounding residential uses. Traffic impacts are minimized, in conformance with city transportation policies, plans, and design criteria;
 - m. Safe and orderly circulation separates pedestrian and bicycles from vehicular traffic. Projects should be consistent with the Tempe Pedestrian and Bicycle Facility Guidelines, contained the Comprehensive Transportation Plan;
 - n. Plans appropriately integrate crime prevention principles such as territoriality, natural surveillance, access control, activity support, and *maintenance*;
 - o. Landscaping accents and separates *parking*, *buildings*, driveways and pedestrian walkways;
 - p. Lighting is compatible with the proposed *building(s)* and adjoining *buildings* and uses, and does not create negative effects.
2. *Signs* must have design, scale, proportion, location and color compatible with the design, colors, orientation and materials of the *building* or site on which they are located. The decision-making body shall consider the following:
- a. *Sign* copy shall provide contrast with its background;
 - b. *Sign* area and copy shall be proportional to the size of the *building* element on which it is located; and
 - c. *Signs* for complexes or centers shall utilize materials which are complementary to the *building* and to the other *signs* on the premises.